

HIGHER DEGREE RESEARCH

KEITH & DOROTHY MACKAY TRAVELLING SCHOLARSHIP

TERMS AND CONDITIONS



INTRODUCTION

The Keith and Dorothy Mackay Travelling Scholarship provides research funding toward the expenses of a short-term research placement to another Institution, as approved by the University of New England, for no more than three months, or to travel for the purpose of presenting research findings where the enrolled student is presenting a paper, poster or abstract on his/her research, usually at an internationally recognised academic conference.

The Scholarships are awarded by the PVCRC Scholarships Committee. Applicants should apply in the scholarship round which corresponds with their travel period:

January round – travelling in April to September

July round – travelling in October to March

If you wish to undertake travel further ahead than the indicated travel dates above, please provide clear justification in your application. The award(s) shall normally be made before the end of March and September respectively in any year. The scholar shall take up the Scholarship within twelve months of the scholarship being awarded.

DETAILS

Normally, up to a maximum of \$A5,000 can be awarded for a short term attachment; or a maximum of \$A3,000 for attendance at an internationally recognised conference.

ELIGIBILITY CRITERIA

- Scholarship applicants must currently be enrolled in a Higher Degree Research course at the University of New England.
- The travel for a short-term research placement will usually be completed before the end of the second year of candidature for a Doctorate, or before the end of the first year of candidature for a Masters student (FTE days).
- There must be at least six months of candidature remaining (FTE days) after the proposed attendance dates at an internationally recognised research conference or other appropriate research meeting.

SELECTION CRITERIA

- Scholarship selection is based on academic merit and on the capacity of the requested travel to enhance the student's research and research career. The Scholarship will not fund routine fieldwork or data collection as part of the normal candidature process.
- Successful applicants will normally have achieved excellence in their academic records with good record of Distinctions and High Distinctions in their previous academic years.
- Applicants must provide proof that there is an appropriate supervisor at the host institution (if attending a short-term research placement), or provide the official notification of the acceptance of their paper, poster or abstract at an international conference (if attending a conference) or similar.

- A Supervisor’s Statement of Support must be provided. This statement must include an indication of the student’s progress in their HDR course and the relevance of the short-term research placement, conference or research meetings to their project, as well as a statement if the travel is supported (see details below).

BUDGET ESTIMATE STATEMENT

- The Budget Estimate Statement (BES) must be completed with the application. If providing an attachment this should be half a page to one page maximum.
- The BES should clearly specify the proposed short term research placement dates, or the conference or research meeting attendance dates.
- The BES should clearly itemise the proposed flight (or other transport) costs, accommodation costs conference registration costs and/or other relevant travel expenditure.
- The proposed BES is to be realistic and may exceed or be less than the possible maximum values that the Keith and Dorothy Mackay Travelling Scholarship contributions may provide.

SUPERVISOR’S STATEMENT OF SUPPORT

- Students are expected to discuss their proposed short-term research placement or conference or research meeting attendance and presentation of their research findings with their Principal Supervisor and to organise a Supervisor’s Statement of Support as it relates to this proposal.
- This Statement of Support must provide an overview of the students’ progress in the HDR degree and details on how the travel would benefit the student and their related research project. This statement must be no more than 500 words.
- The Supervisor’s Statement of Support is to either be provided to the student and attached to the Travelling Scholarship application or forwarded independently from the Supervisor to Research Services (hdrdocuments@une.edu.au).

ADDITIONAL CONDITIONS

- An award may be terminated if, in the opinion of the University, a scholar is not making satisfactory progress.
- The scholarship may not be awarded in any given year, if no suitably qualified applicants have applied.
- Applicants will not normally be awarded more than one Keith and Dorothy Mackay Travelling Scholarship during their period of candidature.
- Student’s travel itinerary may include additional travel activities; however, these will not be covered by UNE Travel Insurance if they are not deemed to be study related.
- Students must submit a risk assessment form prior to the travel booking if the proposed country of travel is rated as ‘exercise a high degree of caution’ or ‘reconsider your need to travel’ on the [Smartraveller](#).
- Each successful student shall submit to Research Services a one page report outlining how the Keith and Dorothy Mackay Travelling Scholarship enhanced their research and research outcomes. This report should be submitted within six months of the student completing their travel.

PAYMENT OF SCHOLARSHIP

If successful in receiving the scholarship, the funding will be transferred from Research Services to the relevant School. The School will be responsible for completing the travel booking using the SmartBook application.

TIPS WHEN APPLYING FOR A UNE SCHOLARSHIP

- Please read this form carefully and ensure that you meet the eligibility requirements of the scholarship.
- Presentation is important. Ensure that you promote your achievements adequately and positively.
- Ensure that you have provided, or organised for the provision of, all of the documentation that has been requested.
- Please ask your supervisor to forward their Supervisor Statement of Support to Research Services, or to provide it to you for attachment with your application, as early as possible.

THE APPLICATION

A complete application must be lodged with Research Services by the closing date and must include **ONLY** the following:

- A completed Application Form.
- Proof of appropriate supervision at the host Institution (for a short-term research placement) or a copy of the official notification of the acceptance of a paper, poster or abstract (for an internationally recognized conference) or similar research meeting.
- A completed Budget Estimate Statement or comparable attachment providing all relevant research travel details and proposed travel dates.
- A Statement of Support from the Principal Supervisor as detailed above.

CLOSING DATE

Applications close **31 January** and **31 July** each year (selected bi-annually).

SUBMITTING THE APPLICATION FORM AND SUPPORTING DOCUMENTATION

Please ensure that you complete all sections of the Application form as per the instructions and provide all supporting documentation as requested in the Terms and Conditions.

You must print and sign the declaration before submitting your application in hard copy or through the AskUNE website.

Hard Copy

Research Services Directorate
TC Lamble Building Administration Building
The University of New England
Armidale NSW 2351
AUSTRALIA

Electronically

Via the AskUNE website:

<https://hdr.custhelp.com/app/ask/p/826,827/>

Enquiries

Research Services
Phone: + 61 2 6773 3715
Fax: + 61 2 6773 3543
<https://hdr.custhelp.com/app/ask/p/826,827/>

PRIVACY STATEMENT

The University of New England (UNE) is subject to the provisions of the Commonwealth Privacy Act 1988 and applicants are entitled to protection of their privacy. This means that any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines. Access to your information is restricted to those staff that may need the information in order to carry out their responsibilities in your personal and /or academic interests.

Other than in accordance with any legal or academic obligation, the University will not disclose personal information about you. This means we do not release any information we hold about you such as your address, or your results, even to close relatives, without your permission.

The UNE Privacy Statement is available at <http://www.une.edu.au/privacy>

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirement for normal operation of the University, which includes the following:

- UNE releases statistical information to the Department of Employment, Education and Workplace Relations (DEEWR) as noted on your enrolment form;
- UNE may publish your award of a prize or scholarship;
- When the award is conferred, applicants' names will be published in the record of proceedings for the conferring of awards;
- If you apply to transfer to another tertiary institution in Australia, UNE may release to that institution, or tertiary admission centre, information about scholarships awarded at this University.